



**Human Resource Management Department, Jammu  
Officers' Lounge and Dining Room Section**

**Minutes of Pre-Bid Meeting: Providing Housekeeping and Catering services in the Bank's Visiting Officers' Flats (VOF) & Transit Holiday Home (THH) at Jammu**

The Pre-bid meeting for the [captioned tender](#) was held on February 25, 2021 from 12:00 noon to 01:00 PM in DGM, HRMDs cabin, First Floor, RBI, Jammu under social distancing norms. The meeting was chaired by Sh. Pranab Mohanty, Deputy General Manager, HRMD, RBI, Jammu. Officials from HRMD, Reserve Bank of India, Jammu and representative of one prospective bidder participated in the meeting. The list of participants is as per [Annex-I](#).

2. At the outset, DGM welcomed the participants and discussed the agenda points (as per Table). Thereafter, queries were invited from the prospective bidder regarding the captioned tender. The queries raised by the prospective bidders during the meeting along with our clarifications and comments are mentioned in the table below.

S.No.	Agenda Points / Query	Comments / Clarification
1.	Will the wages to be paid to the workers be revised as and when minimum wages are increased or kept same for the period of the contract?	It was clarified that as and when the minimum wages are revised by the Government of India, the agency has to notify the Bank and the same will be reimbursed by the Bank. As per the notification Order dated October 12, 2020 issued by Office of Chief Labour Commissioner (C), Ministry of Labour and Employment, New Delhi, the current wages per day in Area B for semi-skilled workers is Rs. 603/- (Wage Rs. 494 + VDA Rs. 109) and that of unskilled workers is Rs. 534/- (Wage Rs. 437 + VDA Rs. 97/-).
2.	Will the contractors profit margin be hit/reduced due to upward revision in the wage amount?	No. The profit percentage quoted by the contractor shall be calculated over and above the wages to be paid by him to the contract workers.
3.	Clarification was sought regarding price of the welcome kit.	It was clarified that the contractor shall be reimbursed the cost @MRP + 10% packaging charges of the items to be supplied in the kit. The final items/quantity to be supplied in the kit shall be decided separately with the successful bidder after perusal of the sample kit.
4.	Is there any minimum value laid down/	Bidders must keep in mind that while

	decided by the Bank for the Profit percentage to be quoted by the firms while bidding?	<p>quoting Profit percentage they should include all expenditure on providing managerial supervisory/ administrative services to get the work done through deployed Staff.</p> <p>Bidders offering “zero” or irrational quotes shall be liable for disqualifications. Further, in case of abnormally low bids, the Bank may seek written clarifications from the Bidder, including detailed price analysis of its Bid price in relation to scope, schedule, resource mobilization, allocation of risks and responsibilities, and any other requirements as per the Tender document.</p>
5.	Clarification was sought regarding charges for refilling of Gas Cylinders.	It was clarified that the charges for refilling of commercial LPG cylinder for preparation of food should be arranged by contractor at his own cost.
6.	Clarification was sought regarding quantity of items to be served in Thali (for Lunch and Dinner).	<p>It was clarified that the quantity of the items to be served in the thali (Lunch and Dinner) shall be as under:</p> <p>Veg Thali:  (Daal - 150 gm, Rice - 200gm, Mix Vegetable / Seasonal veg - 100 gm, Chapati - 04, Curd - 1 bowl, Papad - 1 piece, Salad and Pickle)</p>

**Details of Participants: Pre-bid meeting held on February 25, 2021**

The following Bank's officials and representative of prospective bidder were present during the pre-bid meeting:

<b>Sr No.</b>	<b>Name and Designation of RBI Officials</b>
1.	Sh. Pranab Mohanty, Deputy General Manager
2.	Sh. Sanjeev Sharma, Manager
3.	Sh. Debojit Barua, Manager
4.	Sh. Anuj Raina, Assistant Manager
5.	Sh. Kamal Kumar, Assistant Manager

**Prospective Bidders' Representatives present during the pre-bid meeting:**

<b>Sr No.</b>	<b>Prospective Bidder firm</b>	<b>Representative Name</b>
1.	M/S Ranjeet Caterers.	Sh. Kiranjeet Singh

Note: This document shall form a part of the tender. All other terms & conditions will be as per the tender document.